



Department of Transportation

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NYSDOT Transportation Freight Plan Update

C038066

Announcement #3: Clarification Regarding Proposal Submission Using MySend

NYSDOT is releasing this announcement as clarification for submitting proposals via MySend.

Proposals shall be electronically submitted to NYSDOT Office of Contract Management via the NYS mySend.ny.gov managed file transfer program. Proposers shall send an email to Shalina.Mallory@dot.ny.gov expressing their intent to submit their Proposal electronically. NYSDOT Office of Contract Management will then send the Proposer an invitation to mySend so the Proposer can upload their RFP submission files to the mySend site. The mySend Invitation is valid for fourteen (14) days. **It is suggested that Proposers shall send their request no later than two (2) business days prior to the Proposal submission deadline to allow enough time for NYSDOT's response and uploading Proposal documents.** Acknowledgement of Proposal receipt via email shall be sent to the Proposer to confirm NYSDOT's successful receipt of electronically-submitted Proposals. Proposers are advised to provide ample time to address any technological errors prior to the Proposal submission deadline.